



Republic of the Philippines

Province of South Cotabato

City of Koronadal

## OFFICE OF THE CITY MAYOR

GenSan Drive, Brgy. Zone III, City of Koronadal, South Cotabato, Philippines 9506  
Tel. No.: (083) 228-5110

### MEMORANDUM

**TO :** ALL ELECTED OFFICIALS, DEPARTMENT HEADS AND EMPLOYEES  
*City Government of Koronadal*

**DATE :** MARCH 18, 2020

**SUBJECT :** INTERIM GUIDELINES FOR ALTERNATIVE WORK ARRANGEMENT AND PARAMETERS FOR WORKERS IN THE CITY GOVERNMENT OF KORONADAL FOR THE DURATION OF THE STATE OF PUBLIC HEALTH EMERGENCY AND STATE OF CALAMITY

Pursuant to Presidential Proclamation No. 922 and 929, declaring a State of Public Health Emergency and a State of Calamity, respectively, you are enjoined to adopt the following guidelines for an alternative scheme/assignment in your respective offices:

1. The LGU maintains the 5-day work week, but on a reduced working hours, from 8:30 a.m to 4:30 p.m per day;
2. Each office has the option to device an alternative scheme, including but not limited to work from home. At all times, it shall maintain a skeletal workforce with accountable officer (regular) every working day, until such time that the State of Public Health Emergency shall have been officially revoked and lifted;
3. The head of office is accountable for monitoring every employee under his/her direct supervision;
4. All heads of offices shall remain on call all throughout the duration of the emergency;
5. This order does not cover offices and employees who are considered in frontline services. At all times of the week, there shall be a skeletal force in the City Hall.

This memorandum shall take effect immediately until the State of Public Health Emergency is lifted.

For your compliance.

The signature of Eljorido U. Ogena, City Mayor, written in cursive ink.

ELJORIDO U. OGENA  
City Mayor

Koronadal City  
is COVID Free